

**PROGRAM TECHNICIAN II**  
**JOB ANALYSIS**  
**BACKGROUND INFORMATION**

**Date of Study:** December 13, 2004

**Collective Bargaining Identification:** R04

**Job Analysis Conducted By:** Joy Brown  
Personnel Analyst  
Personnel Examining  
California Department of Corrections

**Number of Incumbents:** There are 47 Program Technician II positions per  
Department of Corrections Filled/Vacant Position  
Report dated October 6, 2004.

**Names of the Subject Matter Expert(s) and their background:**

**Sandra Woodyard, Correctional Case Records Supervisor, Department of Corrections, Parole and Community Services Division-Case Records-North**

Sandra Woodyard currently works as a Correctional Case Records Supervisor at Parole and Community Services Division-Case Records-North. Previously she has worked 1 year as a Program Technician and 3 years as a Program Technician II for the Board of Prison Terms. Sandra has been with Legal Processing for 10 years, Case Records Training 2 years with a total of 14 years with the Department of Corrections.

**Cherita Wofford, Correctional Case Records Supervisor, Department of Corrections, Community Correctional Facilities (CCF), Case Records**

Cherita Wofford currently works as a Correctional Case Records Supervisor at Community Correctional Facilities, Case Records. Previously she has worked 6 months as a Program Technician and has supervised Program Technicians for 1.5 years. Cherita worked 9 years at the Correctional Training Facility-Soledad, 4.5 years with Parole and Community Services Division and Legal Processing Unit 1.5 years.

**Vivian Fisher, Program Technician II, Department of Corrections, Wasco State Prison-Reception Center (WSP)**

Vivian Fisher currently works as a Program Technician II at Wasco State Prison-Reception Center (WSP). Previously she has worked as a Program Technician for 6 years at WSP and is currently a Program Technician II. Vivian has been with the Department of Corrections for 10.5 years.

**Veronica Crenshaw, Correctional Case Records Analyst, Department of Corrections, North Kern State Prison (NKSP)**

Veronica Crenshaw currently works as a Correctional Case Records Analyst at North Kern State Prison (NKSP). Previously she has worked as a Program Technician II for 5 years at NKSP and has supervised Program Technicians for 5 years at NKSP. Veronica has been with the Department of Corrections for 12 years.

## **PROGRAM TECHNICIAN II INFORMATION GATHERING**

The initial list of tasks and knowledge's, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Class Specification
- State Of Missouri Class Specification
- O\*Net (Occupational Information Network)
- Duty Statements